



# Managing Tax Credit Compliance

## REGISTRATION FORM

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### MANAGING LIHTC COMPLIANCE

Date	Price	Qty.	Total
<b>St. Louis, MO October 14-15</b>	\$375.00	_____	\$ _____
<b>HCCP EXAM (optional) October 16, 2008</b>	\$175.00	_____	\$ _____
<b>TOTAL</b>			\$ _____

Payment must be received 14 days before course to guarantee a seat. Cancellation policy: There will be no refund for cancellation 2 weeks before a course. Cancellations up to one month before the course will result in a refund less \$50. Unused funds may be applied to future trainings.

### PAYMENT INFORMATION (Circle method of payment)

Master Card      Visa      American Express

OR      Check # \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Payer email (for receipt) \_\_\_\_\_

## AGENDA

### First Day (8:30am-5:00pm) Certifying LIHTC Households

- Certification Steps, Interview and Applications
- Determining Household Size
- Establishing Student Status
- Verification Procedures
- Anticipating Income and Assets
- Completing the Certification Form
- Recertifications
- State-Specific Issues

### Second Day (8:30am-5:00pm) Property LIHTC Compliance

- Introduction and Key Players in a LIHTC Deal
- How Credits are figured - 8609 Terms – Eligible and Qualified Basis, Applicable Fraction and Credit Percentage
- Details You Must Know About Your Development Including Minimum Set-Aside, State Sets-Asides and BINs
- Timelines- Development and Rent-Up through LURA period
- Calculating Rent and Income Limits
- Other Program Rules including Next Available and Vacant Unit Rules and Fair Housing.
- Combining LIHTC with Other Programs
- How to "Enjoy" State Agency Inspections Including 8823 - Correcting Non-compliance
- "Updates" - Recent IRS developments

### Third Day Optional (10:00am-12:30pm - with optional prep review starting at 8:00)

**HCCP Test**  
Housing Credit Certified Professional

- This test is the first step in earning your premiere designation with the National Association of Home Builders University of Housing.
- Compliance Solutions strongly recommends that you have at least a year's practical LIHTC experience before taking this exam.

## DETAILS:

Date and Location of Training:

**October 14 - 16 2008**

### Clubhouse Inn & Suites

**1970 Craig Road  
St. Louis, MO 63146**

*Need a place to stay? We recommend the Club House Inn and Suites at the training location. Special \$59 rates apply. Reservation can be made at: 314-205-8000*

For More Information on HCCP:

Visit the NAIIB website at [www.nahb.org](http://www.nahb.org)

Simply click on the "education", then "designation" links.

**SEATING IS LIMITED! RUSH PAYMENT TO ENSURE YOUR SEAT BEFORE THE CLASS IS FULL:**

**Fax: 314-514-7799 OR toll free 888-514-7799**  
**Call: 314-514-7711 OR toll free 866-760-6000**  
**Mail: 2321 Weldon Parkway  
St. Louis, MO 63146**

You may also register online at:  
[www.zeffert.com](http://www.zeffert.com)



**Compliance Solutions, Inc**

The only name you need to know for ALL your affordable housing needs.